

Travel Risk Assessment Forms

Risk Assessments must be completed by the traveller and cannot be delegated

Travel risk assessment forms can be found here:

<https://www.safeguarding.admin.cam.ac.uk/policy-and-guidance/travel-risk-assessment-forms>

University travel insurance application and FAQs can be found here:

<https://www.insurance.admin.cam.ac.uk/insurance-guidance/travel-insurance/fag>

Of note, not all claims will be covered for unregulated accommodation such as Airbnb. Up to one week of incidental holiday will be covered.

Guidance on completing risk assessments can be found here:

<https://www.safeguarding.admin.cam.ac.uk/individuals-travelling-health-and-safety-those-working-away/completing-risk-assessment>

Departmental Safety Officers (DSO) are able to check and sign off standard risk assessment forms at travel@pdn.cam.ac.uk.

Elevated travel risk assessments: Risk assessments will be submitted to the University Study Away Risk Assessment Committee (SARAC) for discussion and final approval. Allow 2-3 months for checks and any necessary alterations to the form.

It is the responsibility of the traveller to ensure:

- They have submitted a Risk Assessment form to travel@pdn.cam.ac.uk in advance
- They have a valid Global Health Insurance Card (GHIC) where appropriate
- They have taken out travel insurance cover
- They are aware of healthcare requirements and systems in the country they are travelling to before any long-term overseas trip.
- They check the FCDO website for advice on the destination country <https://www.gov.uk/foreign-travel-advice>. This should be checked at authorisation stage and at the time of departure. Sign up to travel alerts as the guidelines are frequently updated.

Students

Refer to the Working Away From Cambridge training course (on Moodle) and the Safeguarding website <https://www.safeguarding.admin.cam.ac.uk/individuals-travelling-health-and-safety-those-working-away> for additional guidance.

Travel insurers will only assume cover where a risk assessment has been completed, signed and authorised prior to travelling. If a risk assessment is submitted to travel@pdn.cam.ac.uk at short notice of travelling, with insufficient time to acknowledge or check, then the travel will be unauthorised and the insurance will be void.

Travel within the UK

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| <p>High risk: Lone practical work (field visits, work in a lab, work in a remote area). An activity where permits/licenses are required (mountaineering, diving) and will not be accompanied by a professional guide. Researching a highly sensitive/controversial topic.</p> | <p>ELEVATED risk assessment</p> |
| <p>Medium risk: Practical work (field visits, work in a lab, work in a remote area). An activity where permits/licenses are required (mountaineering, diving) and will be accompanied by a professional guide. Work or research that requires completion of a standard ethics assessment.</p> | <p>STANDARD risk assessment</p> |
| <p>Low risk: Low risk travel to meetings and conferences. Non-practical work such as deskwork held in a controlled environment (business or academic institute).</p> | <p>BASIC risk assessment</p> |

Travel overseas

Step 1: Go to <https://www.gov.uk/foreign-travel-advice> (the Foreign, Commonwealth and Development Office travel website) and check if there is **travel advice** for your destination(s).

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| <p>High risk: “FCDO advises against all travel/against all but essential travel” which may be accompanied by map with red and orange colours.</p> | <p>ELEVATED risk assessment</p> |
| <p>Medium/low risk: “See our travel advice before travelling” which may be accompanied by map with green colour.</p> | <p>STANDARD risk assessment if work and personal factors do not increase the risk</p> |

Step 2: What kind of work will you be doing on the trip?

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| <p>High risk: Lone practical work (field visits, work in a lab, work in a remote area). An activity where permits/licenses are required (mountaineering, diving) and will not be accompanied by a professional guide. Researching a highly sensitive/controversial topic.</p> | <p>ELEVATED risk assessment</p> |
| <p>Medium/low risk: Practical work (field visits, work in a lab, work in a remote area). An activity where permits/licenses are required (mountaineering, diving) and will be accompanied by a professional guide. Work or research that requires completion of a standard ethics assessment. Travel to meetings or conferences.</p> | <p>STANDARD risk assessment if personal factors do not increase the risk</p> |

Step 3: Are there personal characteristics that could affect the level of risk? This may include your health or known medical conditions; availability and quality of medical care; previous travel experience; whether your travel will be hosted, in a group or lone.

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| <p>High risk: Personal characteristics (e.g. health, disability, pregnancy, language, ethnic, religious, protected characteristics or cultural factors) that could <u>significantly</u> increase vulnerability to certain risks. Lack of experience, understanding and/or skills to conduct an elevated risk activity or work in an elevated risk location.</p> | <p>ELEVATED risk assessment</p> |
| <p>Medium/low risk: Personal characteristics (e.g. health, disability, pregnancy, language, ethnic, religious, protected characteristics or cultural factors) that may require specific adjustment or support during work, or because of living away from home.</p> | <p>STANDARD risk assessment</p> |